

**MACOMB COUNTY
40TH JUDICIAL DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Court Administrator

REPORTS TO: Chief Judge

SUMMARY

Manages and directs all non-judicial functions of the Court. Activities include directing a staff responsible for processing civil, criminal, and traffic cases. Responsible for personnel management, caseload management, fiscal management, program planning, facilities management, jury utilization and other administrative functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be “essential job functions” in terms of the Americans with Disabilities Act or ADA)

- Directs activities of staff engaged in performing case processing and is responsible for personnel and labor relations functions, including hiring staff, providing staff orientation and training, assigning work, evaluating work performance, disciplining and dealing with employee relations issues.*
- Establishes and maintains sound financial controls. Coordinates audits of the court’s financial records and controls, reviews audit findings with auditors and the chief judge, and ensures that audit recommendations are implemented.*
- Prepares budgets for judicial review and approval, presents budgets to funding unit, authorizes and monitors budget expenditures, and works with funding unit, state and federal officials regarding budget and related financial matters.*
- Manages financial transactions ensuring that receivables, expenditures and disbursements are processed as required in accordance with accepted financial controls. Addresses and corrects any collection, disbursement and accounting related irregularities.*
- Oversees case processing activities, including the filing of all legal documents, ensuring the proper custody, maintenance, storage and disposal of court records.*

- Develops and implements an effective caseload management system to ensure cases are processed in accordance with caseload management guidelines and standards. Confers with and coordinates the resolution management problems with other court staff and judges.*
- Meets regularly with judges and/or court staff to discuss and resolve operational problems and issues, discuss and explain policies and procedures, recommend corrective action and to present proposed policies and procedures.*
- Researches and evaluates legislation, court rules and court operations. Develops and implements caseload, case processing, security, and program policies and procedures to ensure court operations are in compliance with applicable statutes and court rules, enhance services to court patrons, and to facilitate effective case processing services.*
- Advises staff of legal and procedural impact of new statutes, court rules and court opinions.*
- Serves as liaison to county officials, local bar association, state and federal agencies, legislators, community agencies, news media, schools and colleges, and other agencies and organizations. Explains court functions and programs, discusses legislation, explains court policy and procedures, addresses complaints and service issues, and coordinates services and programs.*
- Works with judges and city officials to develop a long-range plan for improved or new court facilities.
- Oversees jury utilization for the court, ensuring that adequate juror pools are available, jurors are summoned, and that effective orientation and training is provided to prospective jurors. Oversees the preparation of payment vouchers for witnesses and jurors.*
- Compiles court activity statistics and prepares reports containing caseload, financial and related information. Analyzes case activity, including trends, and projects future staffing, information system and facility needs.*
- Directs and participates in projects to study case processing, computerization, video arraignment, disbursement, collections and service related matters.*
- Assist staff with case processing and case investigation and supervision problems. Recommends alternatives and methods to resolve problems. Perform the work of court staff as required.*
- Oversees the court's LEIN and SOS abstracting policies, procedures and usage. Ensures proper documentation is maintained and available for LEIN audits.*

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: Bachelor's degree in public administration, business administration, or other closely-related field of study. Law degree, Fellowship from the National Center for State Courts (I.C.M.) or a master's degree in public administration, business administration or other closely-related field of study is preferred.

Experience: Five years of progressively more responsible experience in a district court or closely-related setting.

Other Knowledge, Skills, and Abilities:

Thorough knowledge of district court procedures, court rules and statutes.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Salary negotiable. Applications accepted until position is filled.

Resumes may be sent confidentially to:

**40th District Court
Attn: Michelle Costa
27701 Jefferson Avenue
St. Clair Shores, MI 48081**